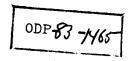
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12 October 1983

	MEMORANDUM FOR	Requirements and Technology Acquisition Working Group	
	FROM	Chairman	25X1
	SUBJECT	Minutes and Proposed Working Group Charter	
	Attached a	re three items: (1) minutes of our 6 October meeting; (2)	the
	revised draft o	of our proposed charter that we will present at the 17 Octo	ber
25 X 1	ISB meeting; a	nd (3) a schedule of working group deliverables to the ISB.	
ř			25X1
	Attachments:		
	As stated		
			05)/4
			25X1
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12 October 1983

MEMORANDOM FOR:	Acquisition Working Group	
FROM:	Chairman	25 X 1
SUBJECT:	Minutes of 6 October 1983 Working Group Meeting	
1. The Requ	uirements and Technology Acquisition Working Group met on oher 1983. Participants included	25 X 1
		25 X 1
Monitoring the r	meeting was Bob Kohler (D/OD&E).	25 X 1
2. minutes of the 2	convened the meeting, asking for corrections to the Z2 September meeting. None were noted.	25 X 1 25 X 1
week. Opinion 9	up briefly discussed James Martin's seminars of the past seemed to be that while his remarks were not all that did provide a good overview for non-technical listeners.	
protound, diey	provide a good overview for how contained 2200000000000000000000000000000000000	25X1
methodology. A overall system of should handle rolling Bob Kohler's pos	up then moved on to a discussion of a requirements rigorous requirement definition process is part of an development methodology, but a question arises over how one equirements that the requesters themselves wish to satisfy. sition, supported by the majority of the group, was that all stems had implications for central services and should	
therefore be co	ordinated centrally.	25X1
5. of organization	handed out a chart (see attachment) depicting the type that would be required to adequately handle the requirements Agency. Discussion followed on the proper placement of some	25 X 1
of the proposed	organizational entities.	25 X 1
		25 X 1
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(12 Oct 83)

O/Compt/IHG

October 1983	next meeting of the working group is scheduled for Thursday, 20 3, at 1030 in Room 4F31 Hqs. The agenda for that meeting, which d for 60 minutes, is as follows:	
	Approval of minutes of the previous meeting.	
b.	Miscellaneous old business.	
c.	Discussion of a requirements methodology.	25X ⁻
d.	Discussion of a requirements implementation strategy.	
		25X ⁻

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and Technology Acquisition Wor Requiremen Charter

Purpose

The purpose of the ISB and its working groups as a whole is to improve the effectiveness of Agency information handling activities. The focus of our working group is the requirements and technology acquisition process. In particular, we are to examine, with an Agency-wide perspective, the process of formulating, validating, and coordinating Agency requirements for information handling services, and propose improvements where they are warranted. We are to pay particular attention to the role of new technology in the requirements process.

Objectives

Our objectives are as follow:

- To recommend a methodology for developing Agency requirements for information systems and services, including related communications and security services. The methodology must explicitly include the systematic consideration of the latest available information systems technology.
- 2. To examine the Agency's ability to use the recommended requirements methodology with its given organizational structure, and to suggest organizational improvements where they are warranted.
- To address specific requirements as raised by the ISB, members of this working group, and members of other working groups.

Scope of Work

For the Requirements and Technology Acquisition Working Group's purposes, information handling sytems of interest consist of, but are not limited to, electronic technologies, including text, data, voice, video, communications, imagery, and graphics, as well as related processes and services, included in the CIA Program.

Organization and Responsibilities

The Requirements and Technology Acquisition Working Group is responsible to the ISB. Requirements Working Group members shall select a Chairman to serve at the pleasure of the group. The chairman will prepare the agenda for group meetings, be the group's spokesman, perform final editorial review on written material prepared by the group, and arrange for the taking of minutes of the working group meetings. The working group will forward minutes of its meetings to the ISB Executive Secretary and present its findings and recommendations to the ISB Chairman orally or in writing, at his discretion.

25X1



12 October 1983

MEMORANDUM FOR:	Chairman, Information Systems Board	
VIA :	Executive Secretary, Information Systems Board	
FROM :	Chairman, Requirements and Technology Acquisition Working Group	
SUBJECT :	Schedule of Deliverables from the Requirements and Technology Acquisition Working Group	
The Requirem following schedu for the ISB:	ents and Technology Acquisition Working Group proposes the le of milestones/deliverables in connection with its work	
28 Octob	er 1983: Select a requirements methodology as a basis for its review of and recommendations concerning the development of Agency information systems requirements.	
18 Novem	ber 1983: Formulate recommendations on the organization of Agency resources for developing information services requirements.	
January 1984: Present alternatives/recommendations for an Agency information services requirements methodology and organization (at the ISB's January meeting). (A/IUO)		
	STA	

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